

## LIST OF UPDATES TO THE CIRCUIT CLERK'S MANUAL

TO: Circuit Court Clerks

FROM: Marc Theriault, AOC General Counsel

**DATE: April 24, 2015**

### IMPORTANT INFORMATION!

*Please copy this memo and distribute to each deputy in your office.*

This letter serves as an “index” to the updated sections of the manual. It does not include the update in its entirety; therefore, it is very important and necessary that you and your employees go to each section of the manual set out in this memo and review the modifications. Please direct any questions regarding these updates to the Office of Legal Services at AOC.

### **Juvenile Chapter**

Various updates have been made to this section to conform to the Family Court Rules of Procedure and Practice.

AOC-DNA-1 (petition) now reflects that Neglect and Abuse are grouped together as a single charge and a single case type. When adding a case involving neglect and abuse, UOR code 002826 should be utilized. Clerks should use case type CA (Child Abuse/Neglect) instead of CHA (child abuse) or NEG (neglect).

New forms have been provided to assist in the notification of interested parties who may have a right to be heard in a DNA action. AOC Form DNA-13, “Notice of Names and Addresses of Interested Parties to be Noticed by Clerk for Hearings” or DPP-165 (Permanency Hearing Notification) may be filed by the cabinet to indicate interested parties who may have a right to be heard prior to scheduled hearings. When a hearing is scheduled, the clerk should prepare AOC Form DNA-14, “Notice of Hearing to Interested Persons in Dependency/Neglect, or Abuse Action” and notice all parties as indicated on the AOC DNA-13 form.

When transferring a **DNA** juvenile case the originating court will now need to prepare the certification on new form AOC-DNA-21 “Order to Transfer Dependency/Neglect or Abuse Case and Certification of the Record.”

A receiving court of a transfer of a **DNA** case will need to schedule a hearing as directed on AOC-DNA-21 and provide a copy of the notice to the assigned judge.

### **Termination of Parental Rights**

AOC-DNA-15 "Certification of Order Terminating Parental Rights" has been created to assist the clerk in certifying a copy of a TPR order and forwarding the order to the clerk of the court in an underlying dependency, neglect and abuse case per FCRPP 35.